

Job Posting Preview

Position Information

Posting Number 0160007

POSITION INFORMATION

Position Title Institutional Police Officer

Title Code 8204

Link to Job Brochure
(if available)

Posting Date 02-22-2016

Filing Deadline
(All postings close at 4:00 PM) 03-11-2016

Additional Filing Deadline Information Filing Deadline: Friday, 03/11/2016 at 4:00pm.

Job Category Classified

Appointment Type Classified - Provisional

Employment Status: Provisional Incumbents will be required to pass a Civil Service Examination process for this class in order to be considered for a permanent position.

Appointment Start Date

Appointment End Date

Bilingual (Classified): No

Work Schedule/Load Four (4) or more Full-time (40 hours/week) positions. The officers may be assigned to any of the other District centers under the department policy and/or discretion of the Chief of Police. The department currently operates two shifts: day and swing. Shifts are typically day coverage 6am-3pm, or swing coverage 2:30pm-12:00am. Schedules are 5 days/8 hours per day, 4 days/10 hours per day, or 9 days/80 hours (2 weeks); 7 days a week.

Location Public Safety Department, 50 Phelan at Ocean

Salary Range A: \$28.03/hr - \$33.93/hr; \$58,322 - \$70,593/year
Range B: \$35.62/hr - \$39.29/hr; \$74,105 - \$81,735/year

(Note: Appointment entry contained only to Salary Range A. Salary Range B based on seniority and years of service at City College.)

Benefits

DEPARTMENT INFORMATION

Department/Division Public Safety

Contact:(for information regarding the

duties)	Chief Andre Barnes
Contact Phone/Extension	(415) 239-3151
Contact Email	abarnes@ccsf.edu

POSTING TEXT

The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards. San Francisco voters overwhelmingly passed a property tax initiative to provide additional funds (\$14 million) annually between 2013 and 2021. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to providing open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as the CCSF undergoes major change to ensure its institutional effectiveness.

Position Description

POSITION DESCRIPTION

Under general supervision, the Institutional Police Officer works in the Public Safety Department of City College of San Francisco and acts as a peace officer pursuant to Section 830.32(a) of the California Penal Code and Section 72330 of the California Education Code. The San Francisco Community College District is a participant in the Peace Officers' Standards and Training Program. The incumbents' primary functions are to provide protection of life and property, and to enforce state and local laws and college policy, on or near the campuses and facilities of City College of San Francisco. In accordance with District policy, City College of San Francisco Public Safety is a sworn unarmed department, and employees are required to sign a memorandum acknowledging their understanding of the District's policy in this regard.

Maintain law and order within and surrounding the City College campus and District sites; provide a safe and secure environment for the students, faculty, staff, and the general public at large. In a professional and courteous manner, respond to all emergencies both vehicular and pedestrian; uphold the laws and statutes of the State of California, municipal and criminal, as well as enforce state and local ordinances, rules, and regulations pertaining to and of the San Francisco Community College District; provide assistance and/or first aid; perform traffic control when necessary; issue citations for violation of the California Vehicle Code - moving and parking infractions; patrol the campus grounds and immediate surrounding areas in a marked emergency patrol vehicle and/or on foot; escort persons responsible for collecting, accounting, and turning over for deposit registration fees, cafeteria funds, and other cash; on a daily basis escort Administrative Services personnel to collect moneys from parking ticket machines located in faculty and student parking lots at the Phelan Campus; make felony/misdemeanor/warrant arrests as necessary which includes transporting and booking suspects as well as properly preparing a San Francisco Police Department Incident Report; assist in the event of natural disasters and other extraordinary circumstances; and other duties and responsibilities as assigned.

Examples of Duties

Examples of Duties (Continued, if applicable)

Nature of Work: This classification requires considerable walking and standing, and includes possible exposure to physical injury and other dangers inherent in police work. Incumbents are required to wear uniforms. Employees will be required to work flexible shifts, rotating shifts, weekends, and holidays. Public safety work requires coverage twenty-four hours a day, seven days per week. Thus, Institutional Police Officers' days-off may vary.

Minimum Qualifications:

1. One (1) year of verifiable experience as a police officer, member of a military police unit or other verifiable experience in the safeguarding of life and property;

AND

2.a. Possession of a California Penal Code, Section 832 Police Course 'Arrest and Firearms' Course Certificate **OR**

2.b. Successful completion of a basic P.O.S.T. Academy;

AND

Minimum Qualifications

3. Possession of a valid California driver's license (a Department of Motor Vehicles printout must be submitted at the time of application. See below under Specific Requirements: Driving Record).

NOTES:

1. United States Citizenship. Permanent resident aliens who are eligible and who have applied for, or are in the process of obtaining United States citizenship may submit an application. At the time of hire, applicant **MUST** provide proof of United States Citizenship (U.S. birth certificate, U.S. Passport or certificate of naturalization).

2. A background investigation and psychological examination will be required prior to appointment. Employees must pass and maintain continued eligibility throughout their employment.

SPECIAL REQUIREMENTS:

Judicial Record

A. Examination: A P.O.S.T. certified written examination may be administered. Applicants who pass the written examination will be invited to an oral examination.

B. Selected candidates who do not have a current basic POST certificate or higher, or a certificate of completion from a POST academy will be required to attend and successfully complete a POST certified academy prior to field work as a condition of employment.

C. Driving Record: Applicant must possess a valid California driver's license to operate an automobile at the time of application. Applicants must give a full and complete listing of all motor vehicle violations on their application and background forms. Department of Motor Vehicles printout must be submitted at the time of application. Any significant discrepancy between the applicant's statement and the Department of Motor Vehicles records will be cause for disqualification.

The following misdemeanor violations may be cause for rejection if they occurred within the three years immediate prior to the date of application and extending to the time of appointment: drunk driving; reckless driving;

hit and run with personal injury or hit and run with property damage; other single violations indicating individual disregard for safe vehicle operation.

Minimum Qualifications (Continued, if applicable)

D. Criminal Records: Criminal records will be carefully reviewed. A candidate must not have been convicted of a felony in California or of an act in any state, federal jurisdiction or country that would have been a felony if committed in this state. In addition, candidates must not have been convicted of any misdemeanor that carries a penalty of prohibiting ownership, possession or control of a firearm. Those candidates who do not report their complete criminal records on their application materials will be disqualified.

E. Health and Medical Standards: Medical standards are established to maintain the level of performance necessary for police work. Applicants must have excellent health. Each will be individually evaluated and any current or past medical condition that is likely to compromise the applicant's ability to perform the essential functions of the position may be a cause for rejection.

F. Use of Controlled Substances: Any use of controlled substances after the date of application is a mandatory reason for rejection. Rejection for prior use of controlled substance(s) is based on the type of substance(s) used and the frequency and recency of such usage.

G. Background Investigation and Psychological Evaluation: Prior to appointment, each candidate's background will be reviewed to determine his/her fitness for this employment. Finalists will be required to complete a lengthy P.O.S.T. personal history statement and will be required to submit to a psychological examination and drug test.

H. Polygraph Examination: Applicants may be required to take a polygraph examination.

Desirable Qualifications:

1. Completion of basic P.O.S.T. certificate or higher, or a certificate of completion from a P.O.S.T. academy is highly desirable. (If completed, please submit a copy of said certificate.)

2. Completion of 60 units of college credits preferably in the Administration of Justice field.

3. Two years of verifiable work experience.

4. Experience in working within an educational setting preferably in community colleges.

5. Effective interpersonal skills enabling the officer to effectively deal with a diverse population of students, staff and the general public.

Applicants must apply through the City and County of San Francisco's job website for the 8204 Institutional Police Officer, provisional full-time position. Click on the link at the bottom of this page to be forwarded to the job posting on the City and County of San Francisco's website.

To be considered a candidate for this position, the following materials must be submitted with your application through the City and County of San Francisco's job website. Substitutions of required documents is not

Desirable Qualifications

permitted.

1. A letter expressing interest in the position specifically indicating how you meet the Minimum and Desirable Qualifications as listed in this job announcement; AND

2. A current resume summarizing educational background and related work experience; AND

3. Copy of valid California driver's license; AND

4.a. Copy of 'Arrest and Firearms' certificate of completion

OR

4.b. Certificate/Transcript of completion of basic P.O.S.T academy.

OR

4.c. Transcript confirming you have completed a minimum of 500 hours basic P.O.S.T academy. **Note:** to continue to be considered in the hiring process, you must have successfully graduated and submit verification of completion of basic P.O.S.T academy if selected for interview.

5. DMV Printout with full and complete listing of all motor vehicle violations.

Please call the Human Resources Department / General Services Unit at (415) 241-2246 for assistance.

Application Procedure

Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Selection Procedure/Conditions of Employment

EEO Statement

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/Compliance Office at (415)452-5053.